

## **Science Assessment Specialist** **Division of Student Assessment**

### **Position Summary**

This Specialist will report to the Director of Student Assessment and will work with other assessment staff, curriculum specialists, and assessment contractors. The Specialist is responsible for the review of science assessments, including development and scoring of items, for both the Indiana Statewide Test for Educational Progress Plus (ISTEP+) and the Core 40 End-of-Course Assessments (ECAs). The Specialist will also review for accuracy all ancillary materials and score reports related to ISTEP+ and Core 40 ECAs. In addition, the Specialist will stay abreast of current policy and will be able to answer questions and assist the public regarding different assessments required by the State of Indiana including, but not limited to: ISTEP+, Core 40 ECAs, NAEP, and TIMSS. The Specialist will assist with a variety of projects within Student Assessment.

### **Major Responsibilities**

- Work with the curriculum specialist in reviewing science items for content alignment.
- Work with the curriculum specialist in reviewing the accuracy of science items and in the setting of limits for scoring.
- Assist in the production and review of all ancillary statewide assessment materials.
- Assist in the review of state and local summary reports for the statewide testing program.
- Assist the NAEP Specialist.
- Assist in ongoing refinement of the required statewide assessments through research, advisory committee input, and monitoring of national testing issues.
- Assist Division efforts in the administration and implementation of the statewide testing program, including conducting pilot and validation studies, interfacing with representatives of various curricular areas, maintaining data pertaining to the state testing program, and communicating (interpreting) technical information to various audiences.
- Assist with training workshops for Indiana schools, insuring timely dissemination of information regarding program guidelines, legislative changes, technical interpretations, and other key information as necessary to implement the required statewide assessments.

- Assist in communicating information regarding the required statewide assessments to schools, legislative representatives, media and the general public.
- Assist with a variety of assessment projects.
- All other duties as assigned.

### **Qualifications and Job Requirements**

MS or higher preferred with at least 3 years teaching experience in the subject area of science or other related field. Additional background or education in testing and measurement preferred.

Ability to edit publications and communicate with schools, legislative representatives, and the general public in a timely manner required.

Ability to work as part of a team with assessment staff, curriculum specialists and assessment contractors to help maintain a smooth statewide testing program required.

### **Personal Work Relationships**

The Assessment Specialist will report to the Director of Student Assessment.

The Specialist works cooperatively and collaboratively with assessment and curriculum specialists.

The Specialist assists the general public by answering questions regarding the statewide assessment program.

### **Physical Effort and Work Environment**

Primary location of work is 101 West Ohio Street, Indianapolis. Attendance at meetings, conferences, and workshops outside the office is required. Out-of-state travel is required.

### **How to Apply:**

Applications may be obtained at this Web site:  
<http://www.doe.state.in.us/hr/application.html>.

Please send completed application, résumé, examples of work, and college transcripts to:

**Department of Education  
Human Resources  
Room 229, State House  
Indianapolis, IN 46204-2798**

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Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053. Chicago, IL 60606-7204. --Dr. Suellen Reed, State Superintendent of Public Instruction